



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE

Manhattan Sites
26 Wall Street
New York, NY 10005

Castle Clinton N.M.
Federal Hall N.M.
General Grant N.M.
Hamilton Grange N.M.
Theo. Roosevelt
Birthplace N.H.S.
St. Paul's
Church N.H.S.

National Park Service Special Park Use Program Federal Hall National Memorial Permit Application Instructions and Requirements

Below are the instructions and requirements for obtaining permission for the use of federal space for Special Events, First Amendment, Public Assembly, Still Photography or Commercial Filming.

Applications

For Special Events, First Amendment, Public Assembly requests; please use NPS Form 10-930 REV 06/2013.

For Commercial Film or Still Photography, please use NPS form 10-932 REV 06/2013.

Please **NOTE** that your application is only a **request** not an **APPROVAL** of your requested activity. You must allow sufficient time for the park to process your request. Permit applications must be received in the park office a minimum of four business days prior to the date of the requested activity. For larger scale activities, the permit application processing time may take up to 10 business days. Your permit application will be reviewed by management and a park representative will contact you regarding management's decision.

Instructions

Submit a completed signed application, along with a \$50.00 non-refundable application-processing fee in the form of a check or money order made out to the **National Park Service**.

Please note that credit cards are not accepted as a form of payment. The permit application and \$50.00 non-refundable fee must be sent by mail or brought in-person to:

The National Park Service
26 Wall Street
Visitor Services and Operations Division, Second Floor
New York, New York 10005
Attention: Special Park Use Program Coordinator

NOTE: The non-refundable \$50.00 application processing fee must accompany the completed signed application. Please allow at least four business days for the application process

Faxes or email permit applications will **NOT** be accepted.

First Amendment - Please note that the permit application processing fee is **NOT** required if the requested activity is an exercise of your First Amendment right. Please allow at least two business days for the application process.

Requirements

If your application is approved; permit conditions will be sent to you for review and a walk through will be required prior to the release of the permit. A permit will be issued and your signature will be required on the permit. In addition, you are required to sign a hold harmless clause that is part of the permit document.

Location Fees

For Commercial Film and/or Still Photography the National Park Service is required to collect location fees. Public Law 106-206 requires the National Park Service to collect location fees for commercial filming and still photography. If your application is approved, the film or photography location fee must be paid in advance.

National Park Service - Location Fee Schedule - Motion Pictures/Videos

1 – 2 people, camera and tripod only	\$0/day
1 - 10 people	\$150/day
11 - 30 people	\$250/day
31 - 49 people	\$500/day
Over 50 people	\$750/day

National Park Service - Location Fee Schedule – Still Photography

1 - 10 people	\$50/day
11 - 30 people	\$150/day
Over 30 people	\$250/day

Insurance

If your application is approved, a **United States Insurance Company** Certificate of Liability Insurance (COI) is required in the amount of one million (\$1,000,000) dollars per occurrence and two million (\$2,000,000) dollars in the aggregate.

The United States of America must be listed as an **additional insured and shows an endorsement signature of insured insurance company with the following:**

On the certificate of liability insurance (COI), please list the following information in the appropriate boxes on the form:

In the Description of Operations box, please list:

The Certificate holder is listed as an additional insured:

The United States of America, Department of Interior, National Park Service along with; a description of event, filming or photo shoot, all dates requested, name of National Park location where the event, filming or photo shoot will take place and

An Endorsement from the Permittee's Insurance Company stating that Liability Insurance policy is in effect.

In the Certificate Holder Box, please list:

The United States of America
The Department of Interior
National Park Service
26 Wall Street
New York, New York 10005

The certificate of liability insurance (COI) must be submitted prior to the permit being release to the permittee.

Recovery Cost

Your activity requires the National Park Service staff to monitor your activity while you are on federal property. The National Park Service staff is on site to ensure you; your staff, your vendors etc. follow the permit conditions.

The National Park Service staff is on site to protect the historic, cultural and natural resources of the memorials, monuments and historic sites.

The recovery cost is overtime for the National Park Service staff and the rate is established on an estimated hourly cost. The estimated hourly overtime rate for National Park Service employees is \$45.00 (e) per hour.

The actual cost of overtime for the National Park Service employees shall be billed to the permittee through a Bill of Collection after the event has occurred. The permittee will receive a bill of collection based on the actual cost to the government four weeks after the date of the activity.

If you have any questions, please call (212) 668-2561 to speak to a park representative.